



<b>Incident No:</b>	
<b>Name of requestor:</b>	<b>Company name:</b>
<b>Address:</b>	<b>Phone Number:</b>
<b>Description of incident:</b> Provide as much information as possible, if you do not know the incident number.	
<b>Type of Incident</b>	<b>Date</b> <b>Time</b> <b>Location</b>
<b>Party(s) Involved:</b>	<b>Do you represent one of the Party(s)?</b> <b>Party's Name:</b>
<b>Requested for:</b> <input type="checkbox"/> Inspection <input type="checkbox"/> Copy	<b>Legal Demand:</b> (attach) <input type="checkbox"/> Court Order <input type="checkbox"/> Subpoena Duces Tecum
<input type="checkbox"/> I understand that a fee of \$0.15 per page plus postage will be assessed for any report of 10 or more pages. <input type="checkbox"/> I am waiving my right to privacy	
<input type="checkbox"/> I will be notified of any fee owed. <input type="checkbox"/> I will be seeking civil redress	
<input type="checkbox"/> I have included a self-addressed stamped envelope	
<b>Signature of Requestor:</b> <b>X</b> _____	
<b>FOR OFFICE USE ONLY</b>	
<b>Final Agency Response:</b> <input type="checkbox"/> Allow access <input type="checkbox"/> Deny access	
<b>Documentation of reason for denial or deletion(s)</b>	
<input type="checkbox"/> Investigative record, intelligence information or Privacy concern (RCW 42.56.240(1))	<input type="checkbox"/> Non-disclosure request; safety concern (42.56.240(2))
<input type="checkbox"/> License application under RCW 9.41.070 or RCW 42.56.240(5)	<input type="checkbox"/> Identify of child sexual assault victim (RCW 42.56.240(5))
<input type="checkbox"/> Signed driver's statement or blood alcohol test Results (RCW 46.52.080)	<input type="checkbox"/> Non-conviction criminal history (RCW 10.97.030(2))
<input type="checkbox"/> Other (describe):	
<b>Request received by:</b>	<b>Received from</b> <input type="checkbox"/> Phone <input type="checkbox"/> Mail-in <input type="checkbox"/> Walk-in <input type="checkbox"/> Other (attach)
<b>Date request received:</b>	<b>Disclosed by:</b> <b>Date disclosed:</b>